



**Ohio**  
**Historic Preservation**  
**Tax Credit**

RECEIVED

JUN 15 2015

Ohio Development Services Agency  
Office of Strategic Business Investments

**Application Amendment Request**

Name of Building/Project: Application FY13036-Phoenix Block

This form will provide guidance on what information and documentation are required for an amendment to an approved Ohio Historic Preservation Tax Credit Program application. After a project application has been approved by the Ohio Development Services Agency, any changes to the project must be accompanied by a written amendment request and approved by the Director of Development Services to be effective. Please read all instructions carefully before compiling your amendment request and contact the Office of Strategic Business Investments at [historic@development.ohio.gov](mailto:historic@development.ohio.gov) or (614) 466-4551 if you have any questions.

- The Ohio Historic Preservation Tax Credit Program materials are available online at [ohptc.development.ohio.gov](http://ohptc.development.ohio.gov). Section 7 of the Program Policies provides additional guidance on project amendments.
- Complete this amendment request as a PDF form and print out for submission with original signature by the authorized representative of the application, along with the attachments required for each amendment request type. The request will not be considered complete without inclusion of these attachments.
- Amendments to historic rehabilitation information (e.g. Part 2 amendments) should be submitted directly to the State Historic Preservation Office on the applicable forms.
- You may submit forms via U.S. mail, delivery service or in person to:  
**Ohio Development Services Agency, Office of Strategic Business Investments**  
**77 South High Street, 28th Floor, Columbus, Ohio 43215**

**Authorized Representative Declaration**

I hereby attest that the information I have provided with this request is, to the best of my knowledge, correct. I understand that falsification of representations in this application may subject the applicant to criminal sanctions including fines and/or imprisonment pursuant to O.R.C. 2921.77 and make the applicant ineligible for future state assistance pursuant to O.R.C. 9.66.

Authorized Representative's Signature:

Nelson Burns  
(Original Signature only)

Date: 6-11-2015

Authorized Representative's Name and Title: Nelson Burns, CEO

**Ohio**

John R. Kasich, Governor

**Development  
Services Agency**

David Goodman, Director

**Project Information****PROJECT INFORMATION**Name of Building/Project: Application FY13036-Phoenix BlockAddress: 105, 107, 109, 111 and 113 E. Main StreetCity: Ravenna, Ohio Zip: 44266-3101**OWNER OR LESSEE INFORMATION**Project Owner or Lessee: Coleman Professional Services, Inc.Representative Name and Title: Nelson Burns, CEORepresentative Company: Coleman Professional Services, Inc.Mailing Address: 5982 Rhodes Rd., Kent, Ohio 44266-3101Telephone: 330-676-6801 Email: Nelson.Burns@colemanservices.org**PROJECT CONTACT INFORMATION**Contact Name and Title: Nelson Burns, CEOContact Company: Coleman Professional Services, Inc.Mailing Address: 5982 Rhodes Rd., Kent, Ohio 44266-3101Telephone: 330-676-6801 Email: Nelson.Burns@colemanservices.org

☐ **Change of Applicant**

Applicant (Owner or Lessee) and Authorized Representative	
Current Applicant	Coleman Professional Services, Inc.
Proposed Applicant	CPS Phoenix Investments, LLC
Tax Class (LLC, S/C-Corp, Partnership, Individual, Other)	LLC
FEIN or SSN	
Ohio Secretary of State Charter Number	2267065
Ohio Employer Withholding Account Number	N/A
Representative Name and Title	Nelson Burns, President
Representative Company	Coleman Professional Services, Inc.
Mailing Address	5982 Rhodes Rd., Kent, Ohio 44240
Telephone	330-676-6801
Email	nelson.burns@colemanservices.org

**DOCUMENTATION REQUIRED**

- 1) Provide a signed letter from the authorized representative of the current applicant (e.g. seller), acknowledging the transfer of the tax credit application to the proposed applicant.
- 2) Provide at least one of the following:
  - Deed for the property or county auditor card for all parcels
  - Executed sale and purchase agreement for all parcels
  - Executed closing documents for all parcels (settlement sheets)
  - Qualified lease that has been executed and, starting from the date of project completion, has a term equal to or exceeding the lease term requirement under 26 U.S.C. 47(c)(2)(B)(vi).

☐ **Change of Other Information**

Changes to other project information may include, but are not limited to changes to contact information, the historic buildings included in a project, and Qualified Rehabilitation Expenditures (QREs). Effective for applications approved after June 2008 in ORC 149.311 (D)(2), applications cannot be amended for an "amount greater than the estimated amount furnished by the applicant on the application."

**DOCUMENTATION REQUIRED**

- 1) Provide a narrative that describes and justifies the amendment request, including both the original application information and the proposed change.



BONNIE M. HOWE  
PORTAGE CO. RECORDER

001412014 212

RECEIVED FOR RECORD  
AT 13:40:14  
FEE 52.00

TRANSFERRED  
Sec. 319.54(F-2) 250  
Sec. 310.002

AUG 12 2014

*Janet Cipriotti*  
Portage County Auditor

INDEXED

DO NOT WRITE ABOVE THIS LINE

**QUIT-CLAIM DEED**

(ORC Section 5302.11)

KNOW ALL MEN BY THESE PRESENTS: That COLEMAN PROFESSIONAL SERVICES, INC., an Ohio non-profit corporation, for membership interests only, grants to ✓ CPS PHOENIX INVESTMENTS, LLC, an Ohio limited liability company, whose tax mailing address will be 5982 Rhodes Road, Kent, Ohio 44240, the following real property:

See legal description attached hereto as Exhibit A.

Prior Instrument Reference: 201124174 and 201324243, Portage County Records

IN WITNESS WHEREOF, Grantor has hereto set its hand this 29 day of July, 2014.

COLEMAN PROFESSIONAL SERVICES, INC. ✓

By: *Nelson Burns*

Nelson Burns

Its: Chief Executive Officer

June 10, 2015

5982 Rhodes Road  
Kent, Ohio 44240  
330-673-1347  
800-673-1347  
Fax 330-678-3677

Attention: Nathaniel Kaelin  
Ohio Historic Preservation Tax Credit Program Manager  
Office of Strategic Business Investments  
Business Services Division  
Ohio Development Services Agency  
77 S. High Street, 28<sup>th</sup> Floor  
Columbus, Ohio 43215

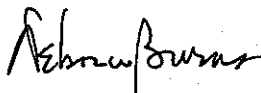
**RE: Application FY13036- Phoenix Block**

Dear Mr. Kaelin:

Enclosed is an application amendment request for FY13036- Phoenix Block to change the applicant from Coleman Professional Services, Inc. to CPS Phoenix Investments, LLC and to transfer the state tax credits to CPS Phoenix Investments, LLC. The property has been transferred to the name of CPS Phoenix Investments, LLC. A copy of the deed transferring the property is attached.

We would appreciate your expediting this change.

Sincerely,



Nelson Burns  
President and CEO

/cg

*An Equal Opportunity  
Employer and Service  
Provider*

*In association with Allen,  
Auglaize, Hardin,  
Portage, Stark, Summit  
and Trumbull Community  
Mental Health Boards.*

*Accredited by CARF, the  
Commission on  
Accreditation of  
Rehabilitation Facilities,  
Ohio Department of  
Mental Health, Ohio  
Department of Health,  
and Ohio Department of  
Drug and Alcohol  
Addiction Services.*